



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



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COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (CRS)

External User Manual

Corporate Voluntary Arrangement (ROC-CVA)

Version:
1.0

	CRS EXTERNAL USER MANUAL	
	CRS_ROC - [CCVA] Corporate Voluntary Arrangement	Page 2 of 20

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1 Introduction

This comprehensive guide is designed to assist users in navigating the system and effectively utilising its features and functions. It provides step-by-step instructions, supported by illustrations, to assist users in completing key tasks within the system.

The manual includes an overview of system functions, user roles, navigation, and key procedures.

Users must have valid CRS access and the appropriate permissions to perform transactions.

2 Module Overview

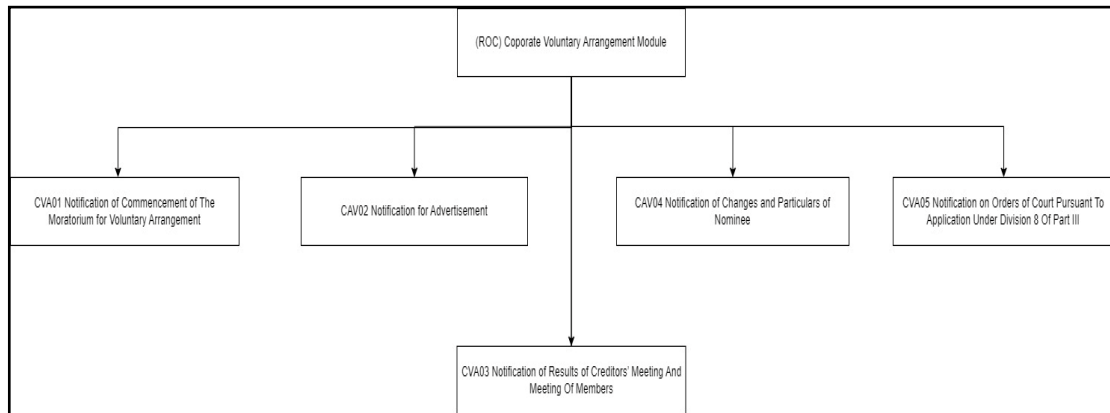


Figure 1: Function Diagram

CCVA User Role

External users are assigned roles based on their involvement in the **Corporate Voluntary Arrangement (CVA)** process. Each role determines the actions that users can perform within the system.

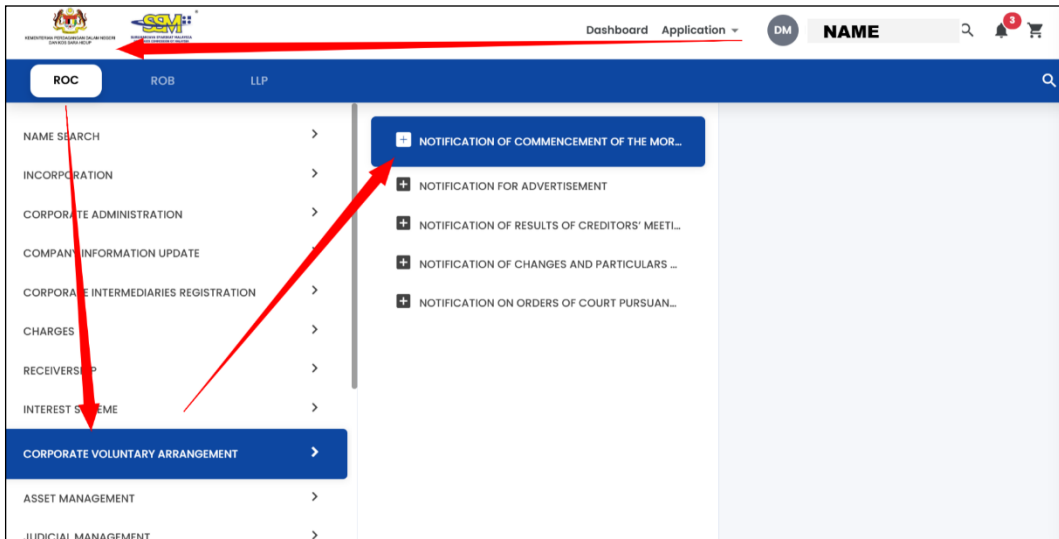
Role	User Type	Access
Director	Verified User	Maker / Checker
Company Secretary	Verified	Maker / Checker
	Professional User	
Judicial Manager	Verified	Maker/ Checker
	Professional User	
Liquidator	Verified	Maker / Checker
	Professional User	
Nominee	Verified	Maker / Checker
	Professional User	
Official Receiver	Verified User	Maker / Checker
Maker	System Role	Draft Only
		(Prepares and drafts

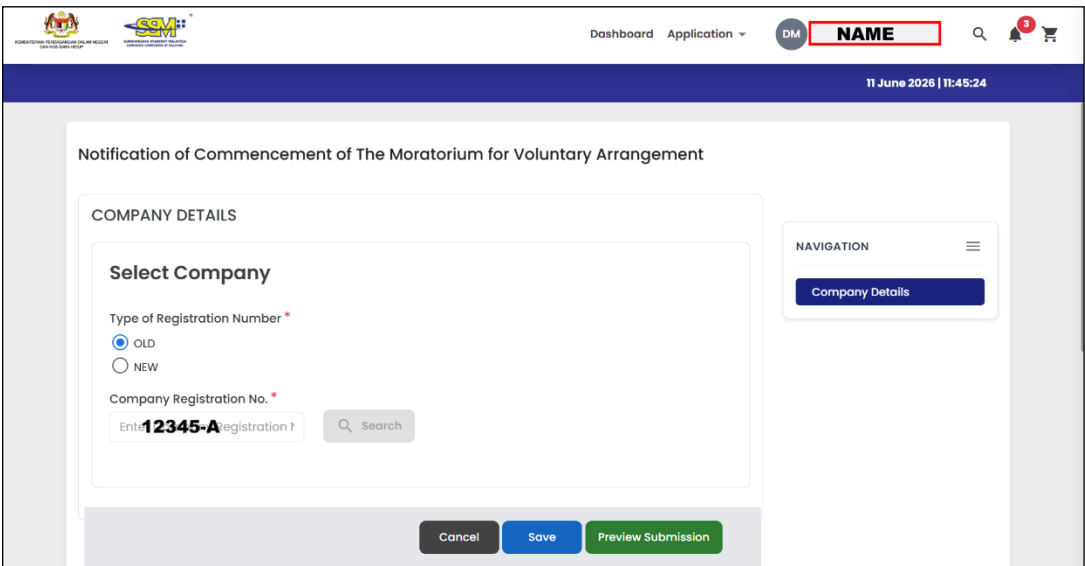
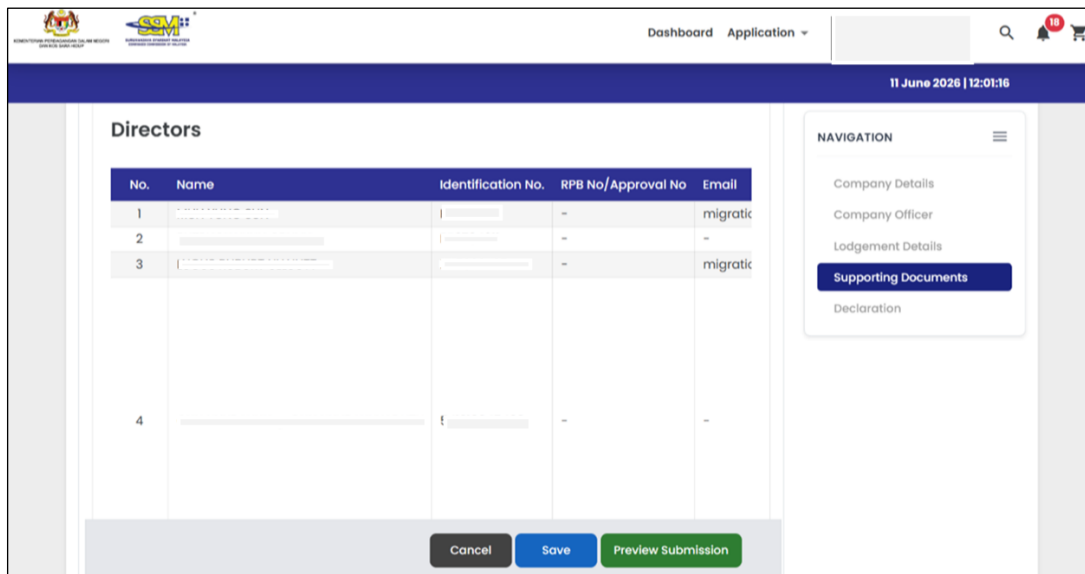
Role	User Type	Access
		lodgement for Checker)
Checker	System Role	Submit & Pay (Reviews, submits lodgement and makes payment)

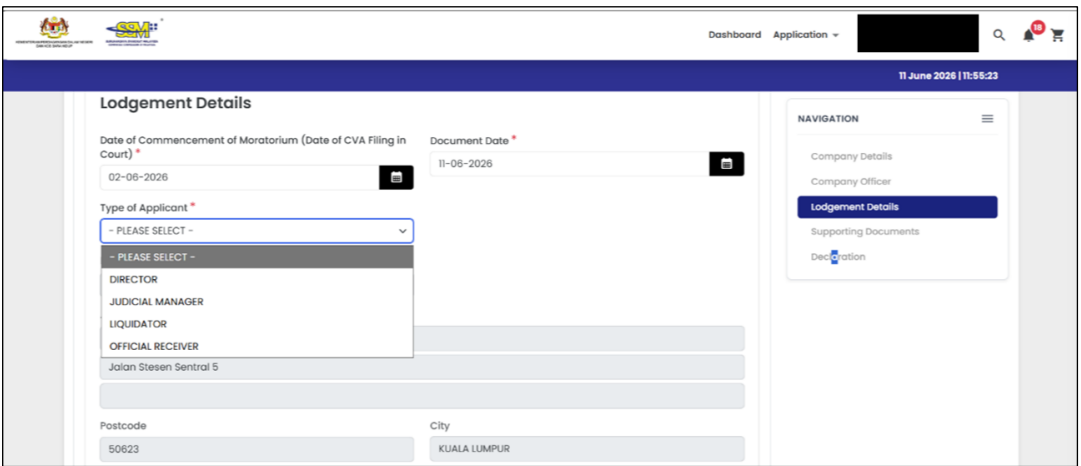
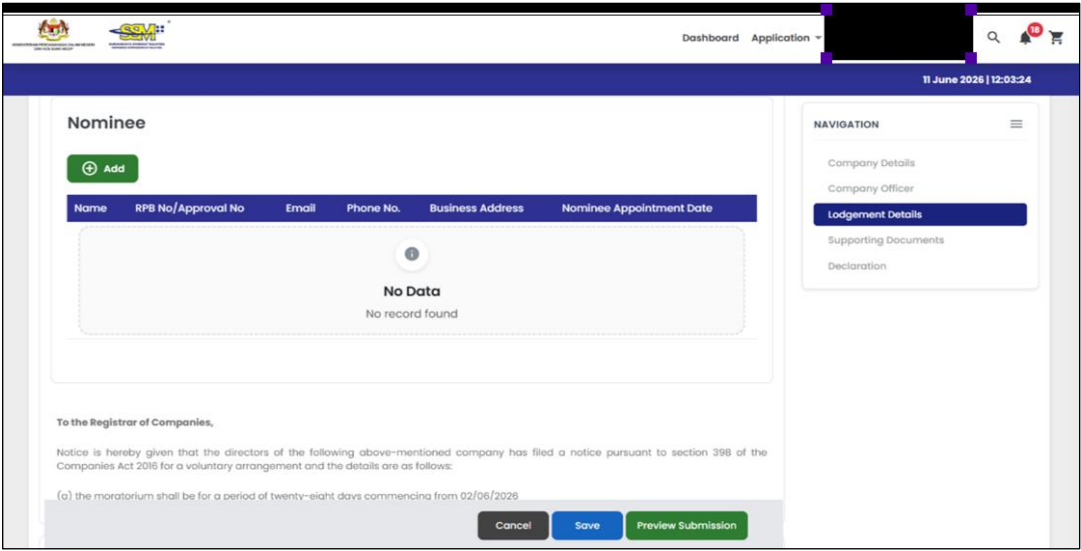
3 Notification of Commencement of the Moratorium

Prerequisites

- User is a **registered external user**.
- User is a **Company Officer or an Insolvency Practitioner (Approved Liquidator) appointed to the company**.
- User has logged into the system.
- Required company and moratorium details are available.

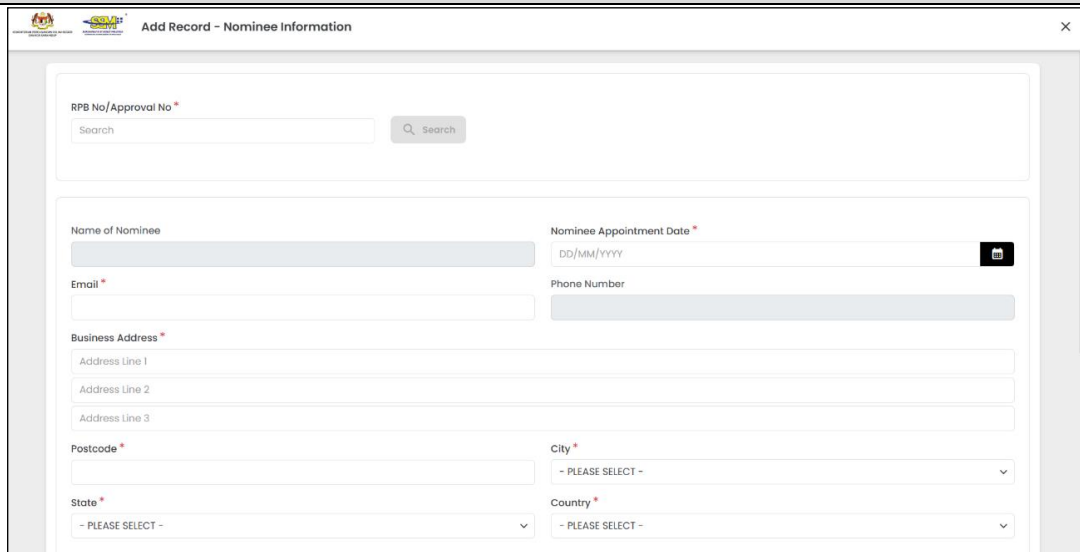
Field Num.	Description
1.	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2.	Click on Application -> Corporate Voluntary Arrangement -> Notification of Commencement of the Moratorium.  The screenshot shows the SSM application interface. At the top, there is a navigation bar with 'Dashboard' and 'Application' menus. Below this, there is a sidebar with various application categories. The 'CORPORATE VOLUNTARY ARRANGEMENT' category is highlighted in blue. To the right of the sidebar, there is a list of notification types, including 'NOTIFICATION OF COMMENCEMENT OF THE MOR...', 'NOTIFICATION FOR ADVERTISEMENT', 'NOTIFICATION OF RESULTS OF CREDITORS' MEETL...', 'NOTIFICATION OF CHANGES AND PARTICULARS ...', and 'NOTIFICATION ON ORDERS OF COURT PURSUAN...'. Red arrows indicate the navigation path from the 'Application' menu to 'CORPORATE VOLUNTARY ARRANGEMENT' and then to 'NOTIFICATION OF COMMENCEMENT OF THE MOR...'.
3.	Enter Company Details: 1. Select the Type of Registration Number (OLD / NEW). 2. Enter the Company Registration No. and click Search. 3. Verify the Company Details displayed.

Field Num.	Description
	
4.	Review Company Information. 
5.	Complete Lodgement Details: 1. Enter the required lodgement details. 2. Select the relevant options according to the lodgement.

Field Num.	Description
	
6.	Add Additional Details (if applicable).
7.	1. Enter the RPB No. / Approval No. (Liquidator Approval Number) (mandatory) and click Search. 2. Complete the required fields. 3. Click Save. 4. Enter the relevant details (if applicable) and upload the required supporting documents.
	

**Field
Num.**

Description



Add Record - Nominee Information

RPB No/Approval No *

Search

Name of Nominee

Nominee Appointment Date *

DD/MM/YYYY

Email *

Phone Number

Business Address *

Address Line 1

Address Line 2

Address Line 3

Postcode *

City *

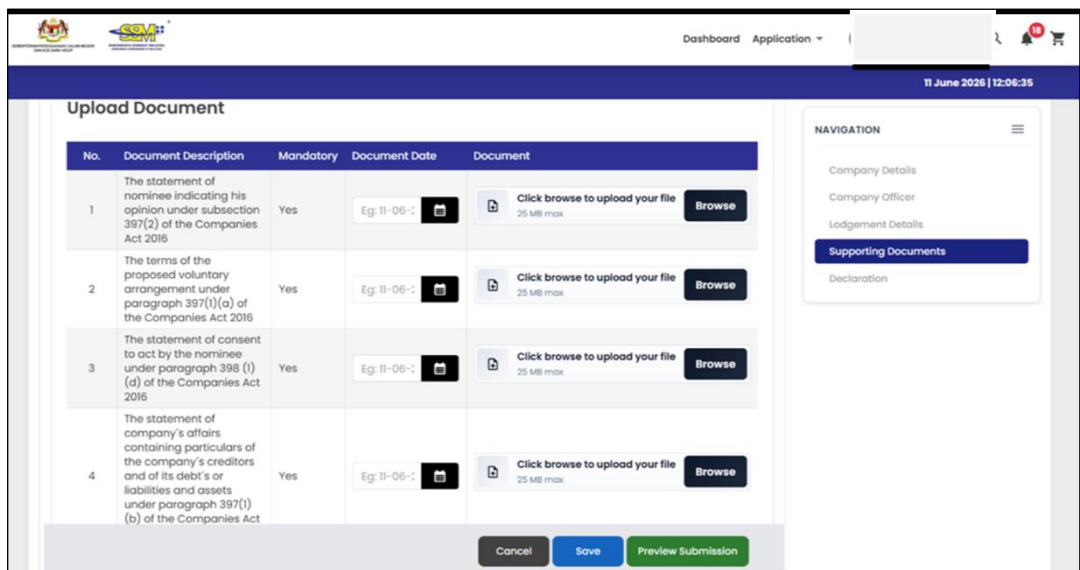
- PLEASE SELECT -

State *

- PLEASE SELECT -

Country *

- PLEASE SELECT -



Upload Document

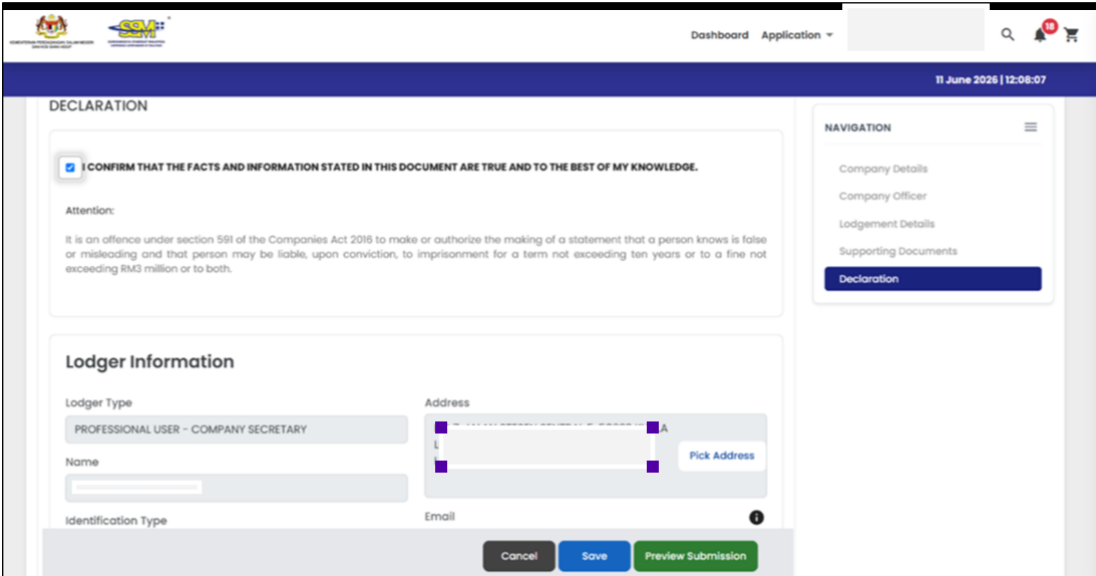
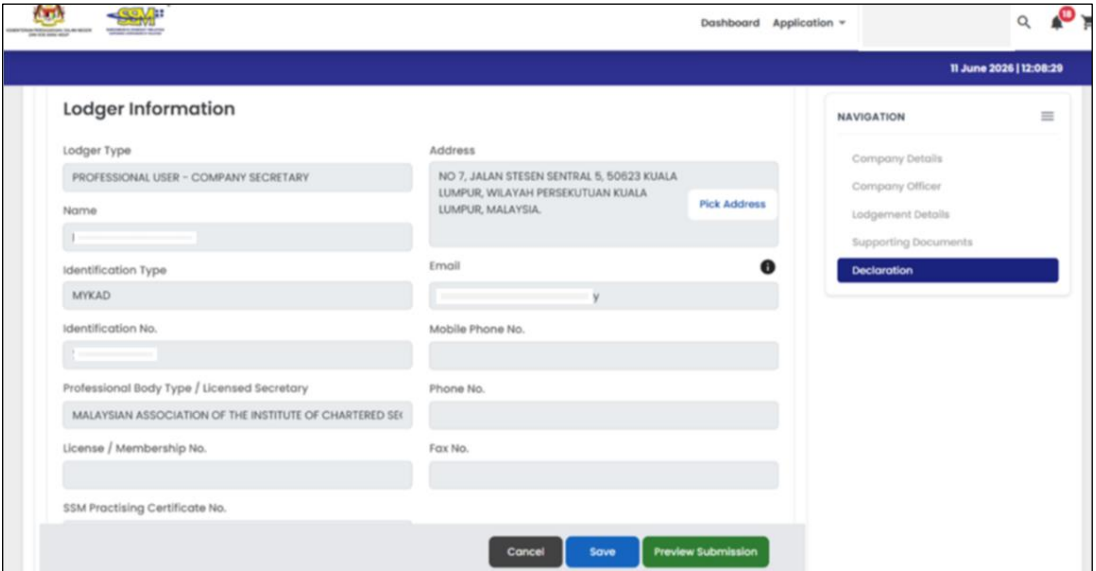
No.	Document Description	Mandatory	Document Date	Document
1	The statement of nominee indicating his opinion under subsection 397(2) of the Companies Act 2016	Yes	Eg: 11-06--	Click browse to upload your file 25 MB max Browse
2	The terms of the proposed voluntary arrangement under paragraph 397(i)(a) of the Companies Act 2016	Yes	Eg: 11-06--	Click browse to upload your file 25 MB max Browse
3	The statement of consent to act by the nominee under paragraph 398 (i) (d) of the Companies Act 2016	Yes	Eg: 11-06--	Click browse to upload your file 25 MB max Browse
4	The statement of company's affairs containing particulars of the company's creditors and of its debt's or liabilities and assets under paragraph 397(i) (b) of the Companies Act	Yes	Eg: 11-06--	Click browse to upload your file 25 MB max Browse

NAVIGATION

- Company Details
- Company Officer
- Lodgement Details
- Supporting Documents**
- Declaration

Cancel Save Preview Submission

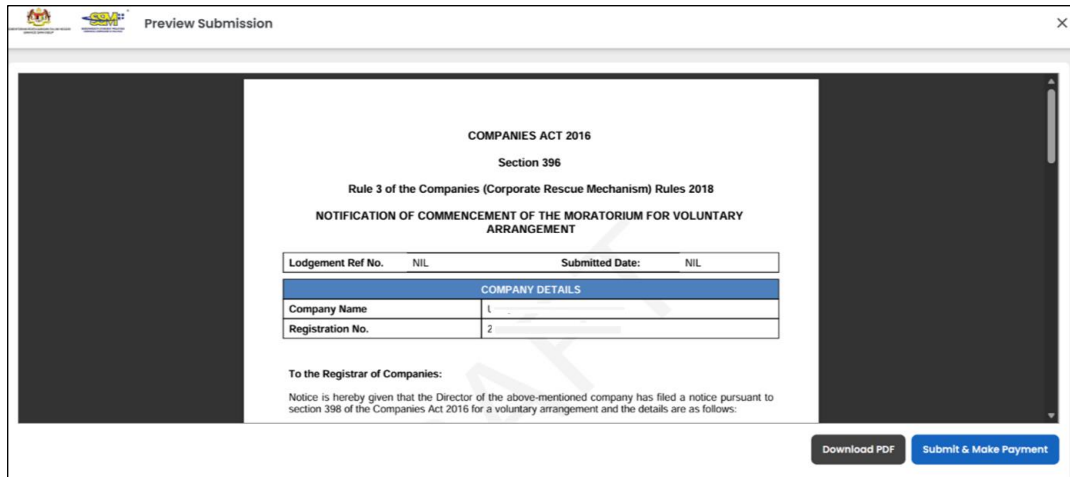
8. Declaration and Lodger Information:
1. Tick the Declaration checkbox.
 2. Verify Lodger Information.

Field Num.	Description
	
9.	Save or Submit: - Click Save to save the application. - Click Preview Submission to review the application before final submission. 
10.	System Response: - Payment is required before final submission. - Ensure accuracy to avoid rejection or queries.

Field Num.

Description

3. Ensure the lodgement is successfully submitted and retain the reference number for tracking purposes.
4. Upon successful payment, the system will redirect to the Dashboard to complete the lodgement session.



Preview Submission

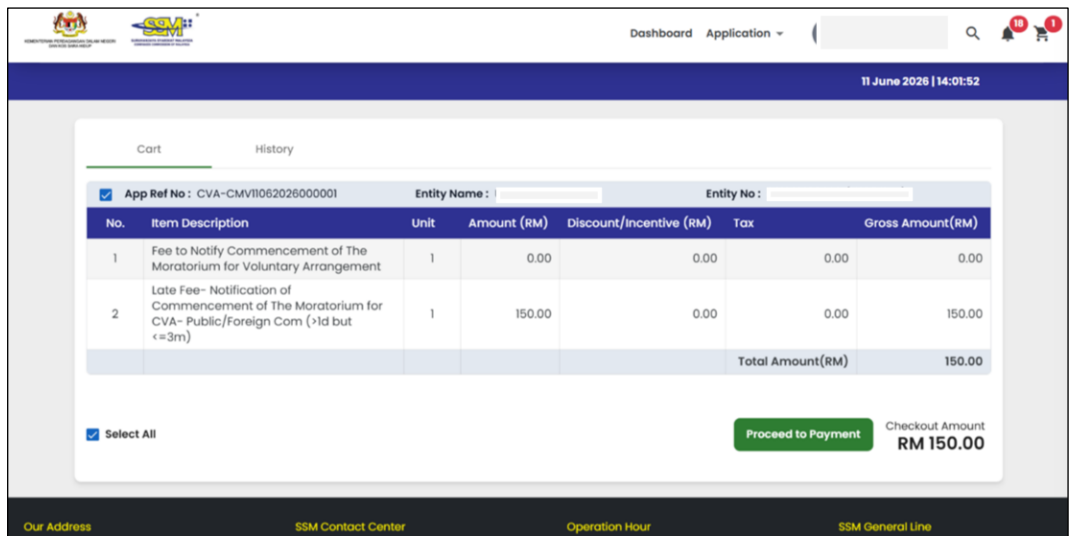
COMPANIES ACT 2016
Section 396
Rule 3 of the Companies (Corporate Rescue Mechanism) Rules 2018
NOTIFICATION OF COMMENCEMENT OF THE MORATORIUM FOR VOLUNTARY ARRANGEMENT

Lodgement Ref No.	NIL	Submitted Date:	NIL
-------------------	-----	-----------------	-----

COMPANY DETAILS	
Company Name	1
Registration No.	2

To the Registrar of Companies:
Notice is hereby given that the Director of the above-mentioned company has filed a notice pursuant to section 396 of the Companies Act 2016 for a voluntary arrangement and the details are as follows:

[Download PDF](#) [Submit & Make Payment](#)



Dashboard Application

11 June 2026 | 14:01:52

Cart History

☒ App Ref No : CVA-CMV11062026000001 Entity Name : Entity No :

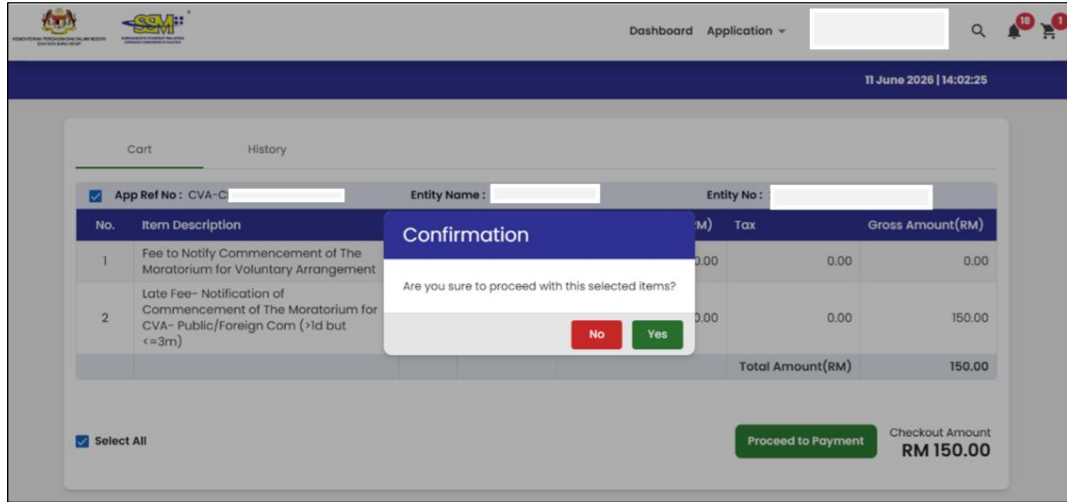
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Notify Commencement of The Moratorium for Voluntary Arrangement	1	0.00	0.00	0.00	0.00
2	Late Fee- Notification of Commencement of The Moratorium for CVA- Public/Foreign Com (>1d but <=3m)	1	150.00	0.00	0.00	150.00
Total Amount(RM)						150.00

☒ Select All [Proceed to Payment](#) Checkout Amount **RM 150.00**

Our Address SSM Contact Center Operation Hour SSM General Line

**Field
Num.**

Description



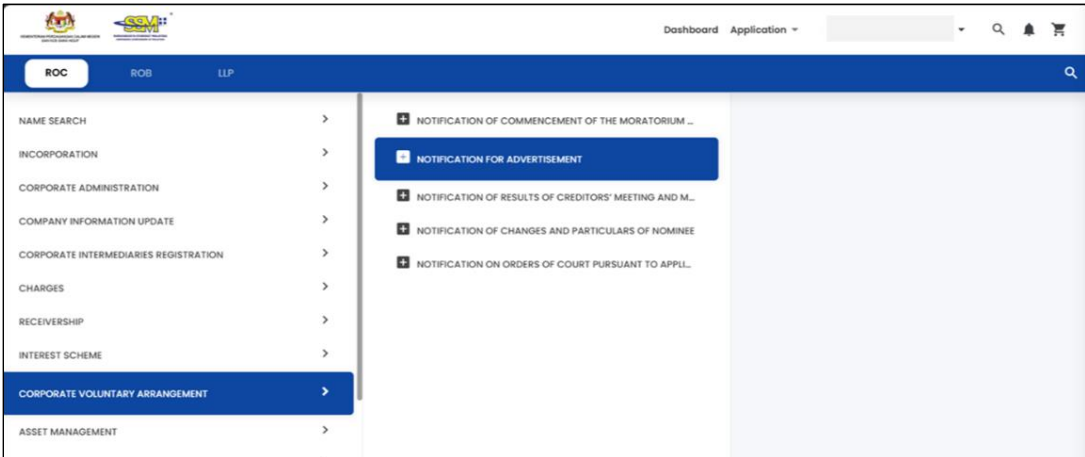
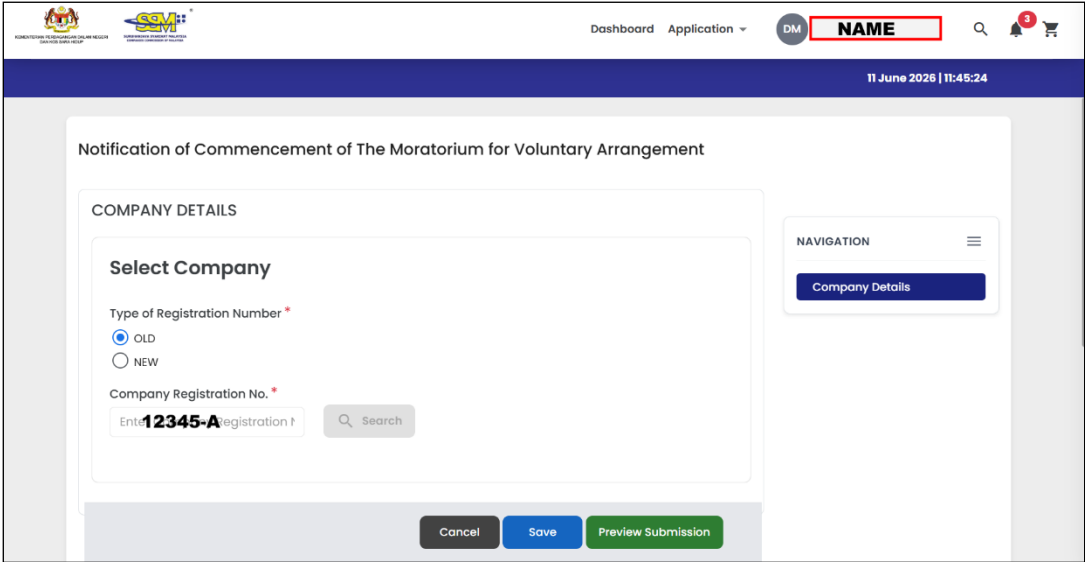
The screenshot displays the SSM application interface. At the top, there is a navigation bar with 'Dashboard' and 'Application' menus. Below this, a header shows the date and time: '11 June 2026 | 14:02:25'. The main content area is divided into 'Cart' and 'History' tabs. The 'Cart' tab is active, showing a table with two items:

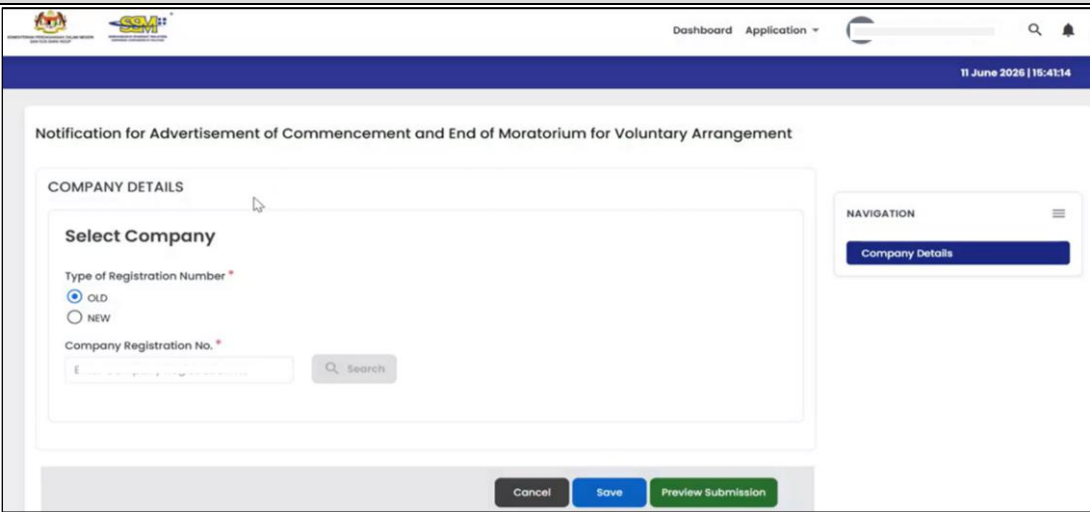
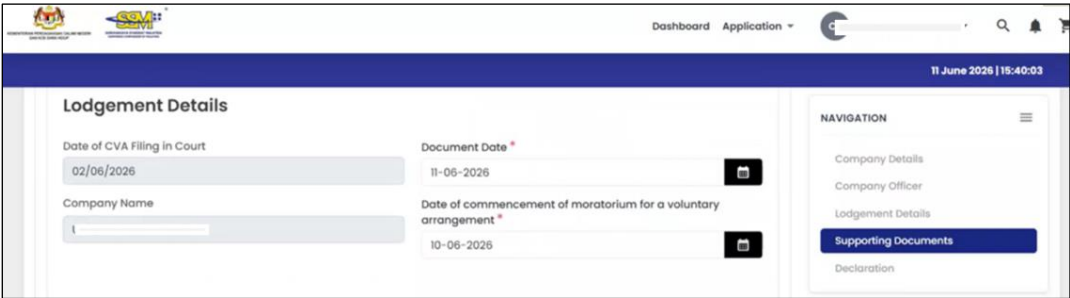
No.	Item Description	Amount (RM)	Tax	Gross Amount (RM)
1	Fee to Notify Commencement of The Moratorium for Voluntary Arrangement	0.00	0.00	0.00
2	Late Fee- Notification of Commencement of The Moratorium for CVA- Public/Foreign Com (>1d but <=3m)	0.00	0.00	150.00
Total Amount (RM)				150.00

A 'Confirmation' dialog box is overlaid on the table, asking 'Are you sure to proceed with this selected items?' with 'No' and 'Yes' buttons. Below the table, there is a 'Select All' checkbox and a 'Proceed to Payment' button. The checkout amount is displayed as 'RM 150.00'.

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4 Notification for Advertisement of Commencement / End of Moratorium

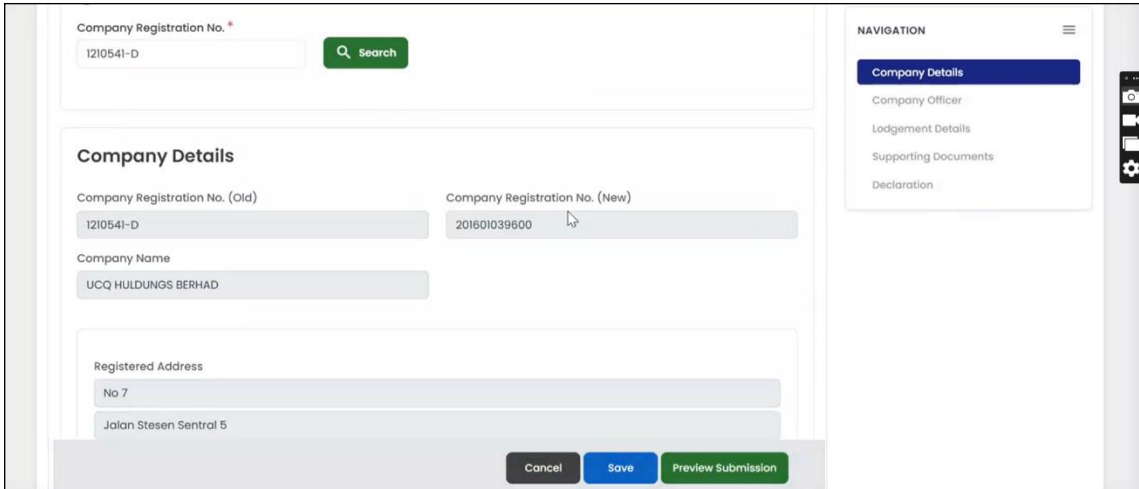
Field Num.	Description
1.	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2.	Click on Application -> Corporate Voluntary Arrangement -> Advertisement Notification. 
3.	Enter the company registration number to search for and select the company. 

Field Num.	Description
	
4.	Enter the relevant information based on the selected transaction and ensure that the advertisement details are accurate. 
5.	System Response: 1. The system generates a reference number. 2. The status is updated to Submitted / In Progress. 3. Payment is required before final submission (if applicable). 4. Upon successful payment, the system will redirect to the Dashboard to complete the lodgement session.

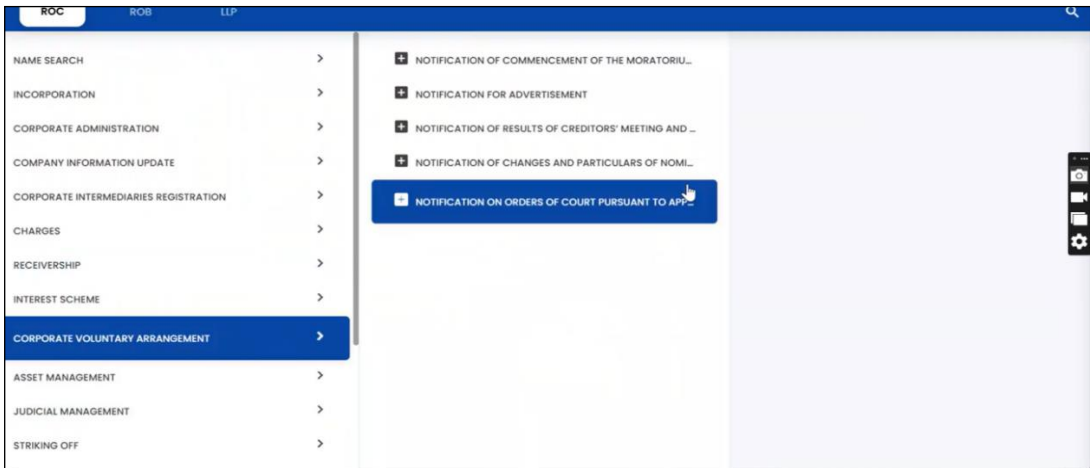
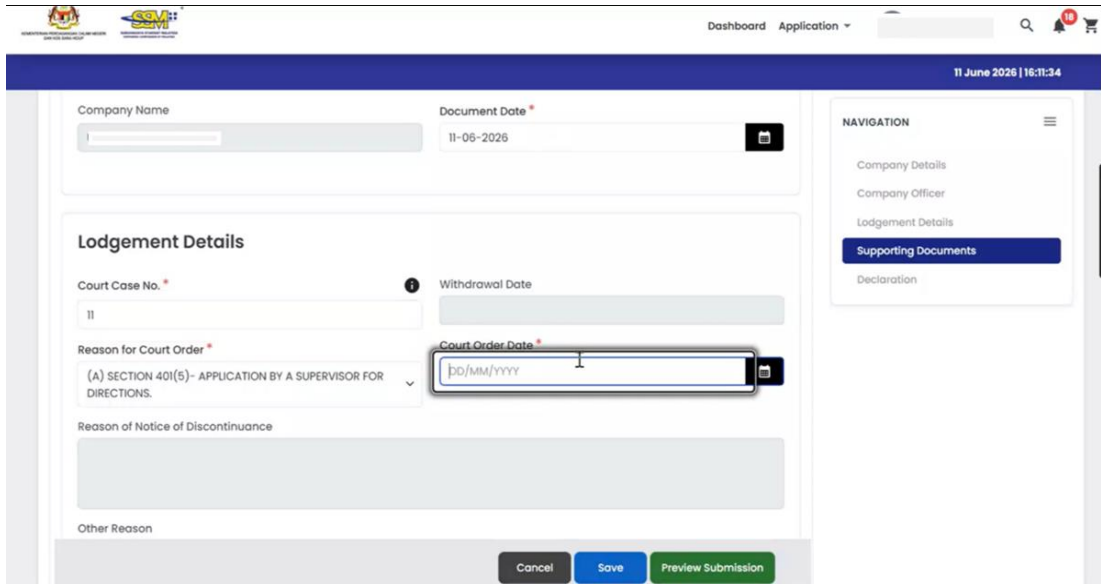
5 Notification of Results of Creditors' Meeting and Meeting of Members

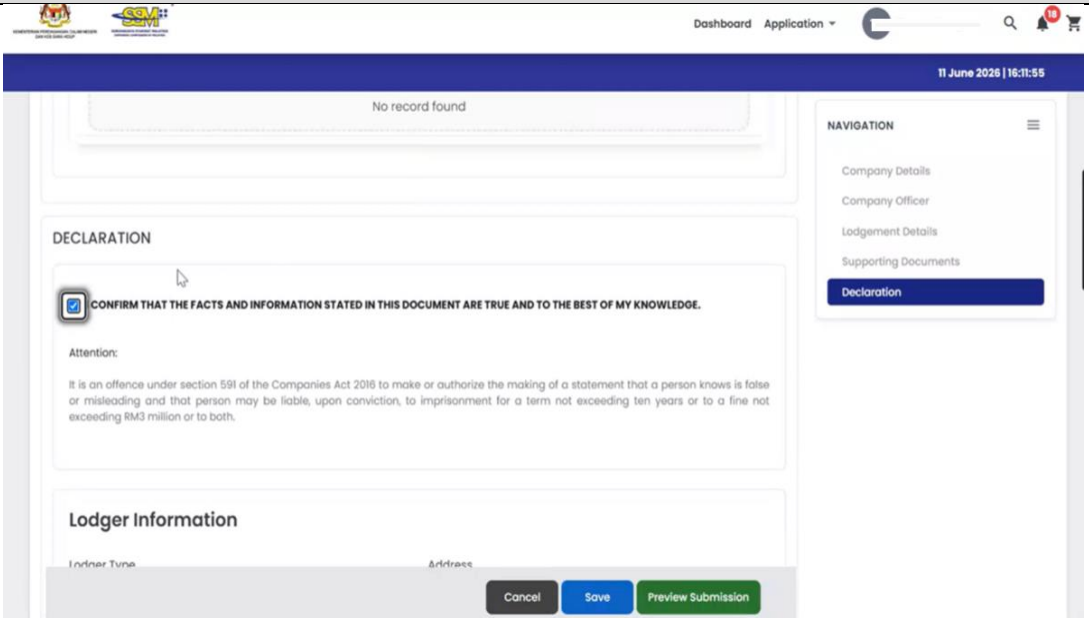
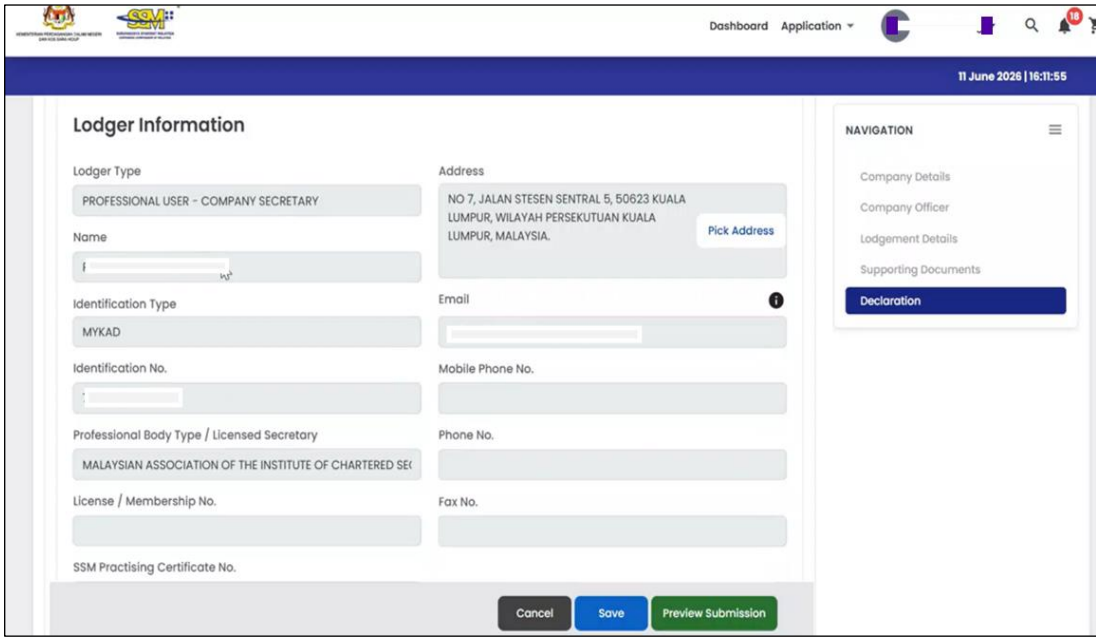
Field Num.	Description
1.	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2.	Click on Application -> Corporate Voluntary Arrangement -> Notification of Results of Creditors' Meeting and Meeting of Members .
3.	Enter the company registration number to search for and select the company. 
4.	Enter the relevant information based on the selected transaction and ensure that the meeting results are correctly recorded.
5.	System Response: 1. The system generates a reference number. 2. The status is updated to Submitted / In Progress. 3. Payment is required before final submission (if applicable). 4. Upon successful payment, the system will redirect to the Dashboard to complete the lodgement session.

6 Notification of Changes and Particulars of Nominee

Field Num.	Description
1.	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2.	Click on Application -> Corporate Voluntary Arrangement -> Notification of Changes and Particulars of Nominee .
3.	Enter the company registration number to search for and select the company. 
4.	Enter the relevant information based on the selected transaction and ensure that the nominee details are accurate and complete.
5.	System Response: 1. The system generates a reference number. 2. The status is updated to Submitted / In Progress. 3. Payment is required before final submission (if applicable). 4. Upon successful payment, the system will redirect to the Dashboard to complete the lodgement session.

7 Notification on Orders of Court

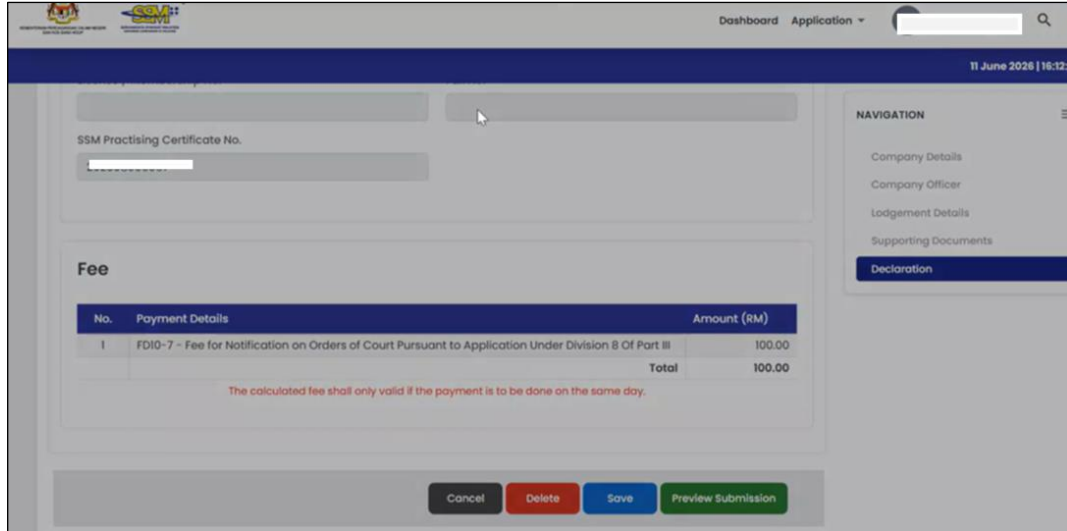
Field Num.	Description
1.	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2.	Click on Application -> Corporate Voluntary Arrangement -> Notification on Orders of Court . 
3.	Enter the company registration number to search for and select the company.
4.	Enter the relevant information based on the selected transaction and ensure that the court documents are valid and complete. 

Field Num.	Description
	
5.	Click Save and Preview Submission. 
6.	System Response: 1. Payment is required before final submission. 2. Ensure accuracy to avoid rejection and queries. 3. Ensure that the lodgement is successfully submitted and retain the reference number for tracking purposes.

**Field
Num.**

Description

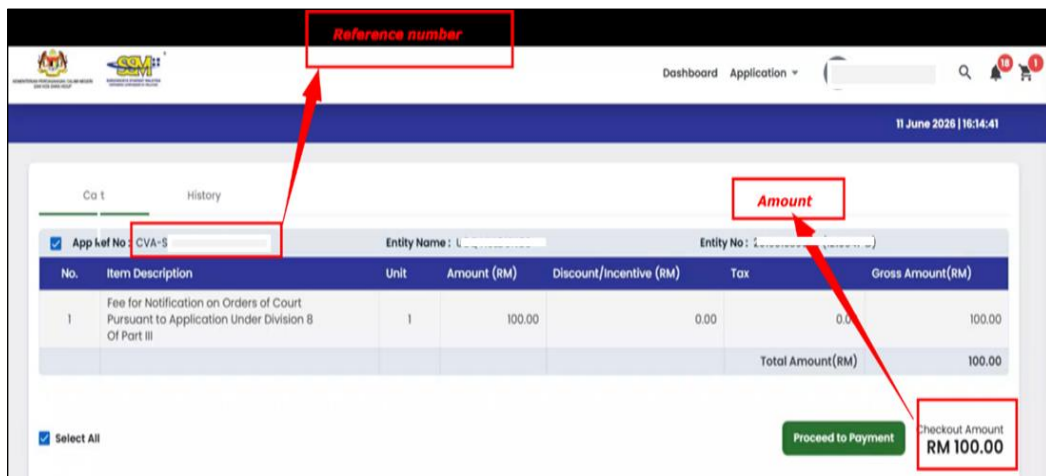
7. Upon successful payment, the system will redirect to the Dashboard to complete the lodgement session.



No.	Payment Details	Amount (RM)
1	FD10-7 - Fee for Notification on Orders of Court Pursuant to Application Under Division 8 Of Part III	100.00
Total		100.00

The calculated fee shall only valid if the payment is to be done on the same day.

Buttons: Cancel, Delete, Save, Preview Submission



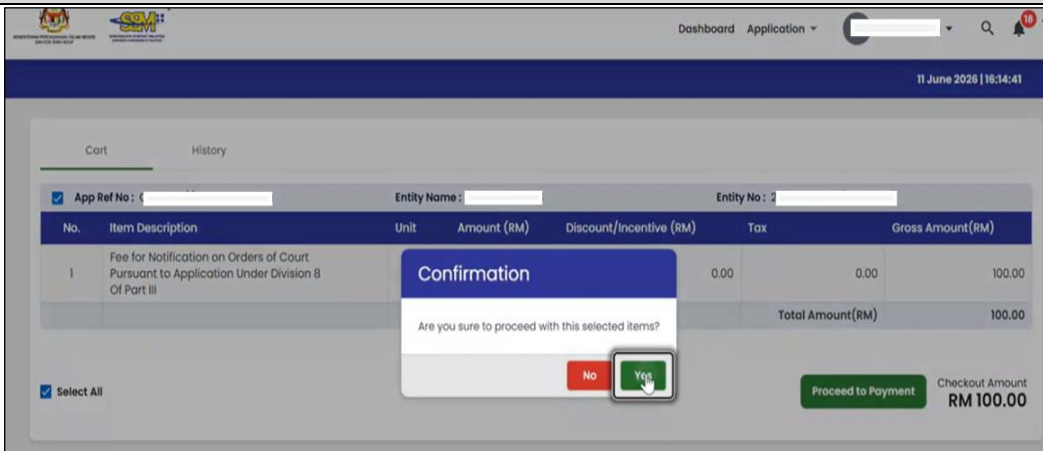
Reference number

Amount

Checkout Amount RM 100.00

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Notification on Orders of Court Pursuant to Application Under Division 8 Of Part III	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

Buttons: Proceed to Payment

Field Num.	Description
	 The screenshot displays the CRS application interface. At the top, there's a navigation bar with 'Dashboard' and 'Application' menus. Below this, a header shows the date '11 June 2026' and time '16:14:41'. The main content area features a 'Cart' tab and a 'History' tab. A table lists items in the cart, including a 'Fee for Notification on Orders of Court Pursuant to Application Under Division 8 Of Part III'. A 'Confirmation' dialog box is overlaid on the table, asking 'Are you sure to proceed with this selected items?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted. Below the table, there's a 'Proceed to Payment' button and a 'Checkout Amount' of 'RM 100.00'.

Disclaimer: The information contained in this guide is intended to assist users in understanding the processes and procedures relating to the use of the Corporate Registry System (CRS). The Companies Commission of Malaysia (SSM) reserves the right to revise, update and/or amend the contents of this guide from time to time without prior notice. Users are advised to refer to the relevant provisions of law, circulars, guidelines, practice notes and practice directives that are currently in force. Users may refer to SSM's official website at www.ssm.com.my.